



WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY FUTURES

(WISE - Futures)



Employment Opportunity

The Water Infrastructure and Sustainable Energy Futures (WISE-Futures) is a Centre of the Nelson Mandela African Institution of Science and Technology (NM-AIST)

NM-AIST invites applications from suitably skilled, competent, and experienced Tanzanians for its WISE Futures Centre to fill the Procurement Officer vacant post: -.

Procurement Officer (1 Post)

(a) Qualifications, Knowledge and Essential Attributes:

- (i) Holder of a Bachelor Degree in Procurement and Logistics Management/Supply Chain Management/Material Management;
- (ii) Three (3) years working experience as Procurement Officer/Supplies Management Officer;
- (iii) Must have CPSP (Certified Procurement and Supplies Professional) certificate;
- (iv) Should have good ethical and professional conduct;
- (v) Should have ability of using computer softwares related to procurement and for other use related to this job post; and
- (vi) Should be able to communicate (both spoken and written) using English and Kiswahili.

(b) Responsibilities:

- (i) Develop WISE-Futures procurement plan as stipulated in the Public Procurement Law and Regulations;
- (ii) Clearance of all imported equipment/items under WISE-Futures
- (iii) Procurement of all items and services needed in the Centre;
- (iv) Prepare various procurement; and
- (v) Any other duty assigned by the centre or NM-AIST in general.

(c) Duration of the position: Full time two years contract, with a probation period of six months. The position is renewal subject to satisfactory performance.

(d) Salary: Basic Monthly Salary USD 1,323

(e) Duty Station: Nelson Mandela African Institution of Science and Technology [NM-AIST], Tengeru- Arusha, Tanzania.

(f) Reporting to Centre Leader / Deputy Centre Leader / Centre Manager

(g) Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- A cover letter in which you describe your abilities and motivation,
- Most recent Curriculum Vitae
- Relevant certificates and academic transcripts



WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY FUTURES

(WISE - Futures)



- Contact details: active telephone number and E-mail address
- Individuals currently employed in the Public Service should route their application to the current employer.

(h) Deadline for application:

Deadline for application is **4th December, 2020**. Recruitment will be as soon as possible.

Applications should be sent by either e-mail (Please note that only one single pdf file is accepted containing above information) **OR** via post address and should be addressed to:

Deputy Vice Chancellor-Planning, Finance and Administration,
The Nelson Mandela African Institution of Science and Technology,
P.O. Box 447,
ARUSHA, TANZANIA.

E-mail: dvc-admin@nm-aist.ac.tz

Please mention the vacancy position in the e-mail header

Note: Any other correspondence in response to this advertisement will not be dealt with.

Only shortlisted candidates will be contacted through their addresses/e-mails/phones.